

Edition V

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LINK

Perspective

Sept-Dec 2003

Career Magazine for the Navy Professional



Mission First ...
Sailors Always

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Art Credit :

(Cover) Atlantic Ocean — Capt. Bill Goodwin, Commanding Officer of USS Ronald Reagan (CVN 76), along with Sailor of the Day recipient Aviation Ordnanceman Airman Kenneth Rice, enjoy the view from the Captain's chair on the Navigation Bridge during flight operations. Reagan is currently conducting Flight Deck Certifications off the coast of Virginia. U.S. Navy photo by Photographer's Mate 3rd Class Rusty Black.

(Back Page) Naval Station Pearl Harbor, Hawaii — Sailors from Afloat Training Group Middle Pacific lift up a Castle High School Junior Reserve Officer Training Corps (JROTC) Leadership School cadet during damage control training. More than 50 cadets from across the country took part in the week-long leadership school that included various Marine Corps and Navy activities. Along with experiencing the wet trainer, the cadets toured USS O'Kane (DDG 77) and USS Columbia (SSN 771). U.S. Navy photo by Journalist 2nd Class Tim Walsh.



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Link/Perspective (NAVPERS 15892) is the career bulletin of the Navy professional. Its mission is to provide all Navy personnel information regarding key policy changes, reassignment trends, and emerging developments within their areas of expertise to enhance their professional development. *Link/Perspective* is approved for official dissemination of professional information of interest to the Department of Defense and to appropriate professionally related communities. This information does not necessarily reflect the official Navy position and does not supersede information in other official Navy publications. Unless otherwise noted, articles in *Link/Perspective* may be reprinted and disseminated without permission. Please give appropriate credit.

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The First Word...

COMMANDER, NAVY PERSONNEL COMMAND

Shipmates,

It is an honor to be one of the newest members of the Navy Personnel Command team. In my meetings with the leadership and workforce here, I have been impressed with the high level of professionalism and knowledge they all exhibit. I have also been impressed by the deep level of dedication each person shows for the welfare of each of you in the Fleet, and your families. Most of them have stood watch where you now stand, and can identify with your challenges and needs.

I consider it a privilege to be working together with them on your behalf. I pledge to you my personal best in all our efforts as we work to serve the interests of our Nation, our Navy and our fellow Sailors and their families at home and abroad.

In support of Sea Power 21, the Navy's vision of future combat, we have initiated Sea Warrior, a program that will enable us to develop each Sailor to their fullest potential, and assign them most effectively within the Fleet. We are already beginning to pilot some of the Sea Warrior functions in the AG rating, and you'll see more pilots with other ratings soon. We are confident that Sea Warrior will open new doors to many of you—doors to new careers, improved training, and more fulfilling assignments. I ask that as information becomes more available, all Navy leaders spend some time getting smart about these new programs and policies. Your support is key to helping us "get the word out" and will have a direct impact in shaping our future Sailors and Navy.

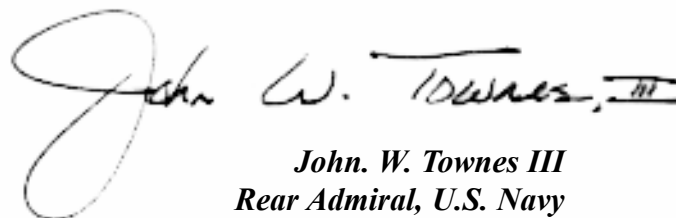
In addition to Sea Warrior, NPC has some important, more tactical, initiatives that will help each of us simplify and improve our professional lives. For example, as of September 9, service records requested by the member will no longer be sent out on microfiche, but will be provided on a CD. This will allow a number of new innovations not possible with microfiche. An article on page eight discusses the advan-



tages of this change, as well as the procedure for ordering your service record on CD.

The second change is LINK/Perspective itself. This is one of the last copies that will appear via the printed page. In FY04, LINK/Perspective will transition to an exclusively on-line edition, featuring weekly updates, links to more information, interactive sessions with career managers and more. You will get the important career information you need "on demand." No more waiting for a new edition to come out, or hunting one down in the crew's lounge. You will be able to access LINK/Perspective from work or home, anytime.

We hope to implement more changes and improvements in the months ahead to better serve you, our customers in the Fleet.


John W. Townes III
Rear Admiral, U.S. Navy

Personnel News

LINK - Perspective to Transition to Web-only by FY-05

by JO1 Teresa J. Frith, NPC Strategic Communications Office

In this age of cell phones, wireless Internet and email access, we are moving ever closer to a paperless society. Today's consumer expects instantaneous answers to questions and up-to-the-minute solutions to problems. In keeping with this trend, the *Link-Perspective* magazine is preparing to transition from both a hard copy version and a web-version, to a web-only and more user-friendly publication by FY-05.

Link-Perspective is the career bulletin of the Navy. It provides critical information worldwide to both officers and enlisted personnel. It's mission is to provide immediate access to policy changes, reassignment trends, emerging developments in each Sailor's career field, news and features from both officer and enlisted detailers, and up to the moment information in any and all areas that will impact a Sailor's career.

Currently, *Link-Perspective* is sent out quarterly to over 70,000 subscribers at a rate of one issue for every five people at each command. It takes between one and two months for the final product to get from the printer's presses into the Sailor's hands, which means at least some of the information is outdated by the time it is read. Converting *Link-Perspective* to web-only solves this dilemma and makes it possible to get critical career information into the Sailor's hands instantaneously with the click of a computer mouse.

Online production not only gets the information to the reader faster, it allows the reader to interact through direct feedback

to the subject matter experts who provided the information. The online magazine will offer several benefits, including interactive links from articles to more detailed information on a given topic, a means to access a Sailor's records and correspond with their detailers and links to other military websites. It will also offer weekly features from detailers and career counselors, updates on major Navy policies such as Sea Warrior and Perform to Serve and alert Sailors to any urgent topics that are new or upcoming that will impact their careers.

All information would be uploaded as policies and procedures change, allowing the Sailor immediate access to current career-enhancing information. The move will also save the Navy almost a quarter of a million dollars in printing costs.

The magazine's online format will also be modified to allow faster downloading and viewing on slower systems.

The exact date and issue of the first web-only edition will be announced in the next issue of the magazine.

Hawaii Reduces Pet Quarantine Program for Qualified Animals

by Journalist 2nd Class (SW) Alyssa Batarla, Pacific Fleet Public Affairs

PEARL HARBOR, Hawaii (NNS) — Beginning June 30, the state of Hawaii will no longer require servicemembers transferring here to send their dogs and cats to 30-day or 120-day quarantines. Under new administrative rules signed by Gov. Linda Lingle, with the completion of pre-arrival requirements and paperwork, pet owners arriving in Hawaii will be required to quarantine their animals for five days or less.

"The governor and the chairperson (of the Department of Agriculture) feel the program offers pet owners more flexibility," said Diane Ley, deputy to the chairperson of the Board of Agriculture, "and lessens the burden of quarantine both financially and emotionally."

Enacted in 1912, the 120-day quarantine program was designed to protect Hawaii, the nation's only rabies-free state, from the introduction and spread of rabies. The program was modified in 1997 to include an alternate 30-day quarantine program for pet owners who met certain criteria. Both programs will still be in effect for pets that do not meet the new requirements, which include:

- Two rabies vaccinations in the pet's lifetime. The vaccinations must have been administered 90 days apart, with the last shot given no less than 90 days and no more than 12 months prior to arrival in Hawaii for a one-year rabies vaccine. For a three-year rabies vaccine, the last shot must have been given no less than 90 days and no more than 18 months prior to arrival.
- Electronic microchip identification.
- A successful OIE-FAVN rabies blood test no more than 18 months and no less than 120 days prior to arrival in Hawaii, with a result greater or equal to .50 IU/ml.
- A 120-day waiting period between the date of the successful OIE-FAVN test and arrival in Hawaii. Pets that arrive before the 120 days are complete will be disqualified from the five-day-or-less quarantine program.
- Submission of required paperwork.

"I am very pleased that we were able to devise a system that allows pets to enter the state without quarantine, and still provide the islands with a high level of protection from the introduction of rabies," Lingle said in a press release. "I have heard from many responsible pet owners who realize the importance of keeping Hawaii rabies free, and they are excited about the new rules."

Under the new rules, pets arriving from Guam are exempt from quarantine, joining animals arriving from Australia, New Zealand and Great Britain, who currently

benefit from a quarantine-free status. Individuals traveling with their pets from Hawaii will also be exempt from placing their pet in quarantine upon return, provided certain requirements are met before leaving Hawaii.

In conjunction with the reduction in quarantine time, a significant reduction in quarantine costs benefits individuals whose animals qualify for the five-day-or-less program. While the 30-day quarantine and the 120-day quarantine costs remain at \$655 and \$1,080, the fees for the five-days-or-less quarantine program are from \$165 to \$224, depending on the length of the quarantine.

Through reimbursement, servicemembers can also reduce the cost of their pets' quarantine, or if eligible for the five-day-or-less program, get a complete refund. According to Personnel Support Activity Detachment, Pearl Harbor, Personnelman 2nd Class Jessica Clark, the Navy will reimburse up to \$550 per family for animal quarantines in Hawaii. Servicemembers should bring their receipts from the Animal Quarantine Station when filling out their travel claim.

According to Ley, pets currently in quarantine may qualify for early release under the five-day-or-less program. "If a pet passed the OIE-FAVN blood test and 120 days or more have lapsed," said Ley, "and the records indicated that, then we encourage individuals to call the Animal Quarantine Station, and verify whether or not their pets can be released. We will be sending out a letter to those pet owners who are identified next week."

For more information on Hawaii's animal quarantine laws, please visit www.hawaiiag.org/hdoa.

Command guidance essential to maximizing Sailor career opportunities

Active command involvement in Retention and Career Development Programs is the single most critical element for the Navy to meet its goals of optimizing manpower resources while fulfilling the personal and professional growth goals of those who serve.

The imbalance in rate manning levels weakens career opportunities for those who serve while lessening the mission readiness of the Fleet. All Sailors who serve and perform to standards deserve the guidance and opportunities necessary to build a rewarding career that will meet their personal and professional goals.

Commands that make career development a priority garner the best results or improved retention, decreased attrition and improved Sailor satisfaction. Key elements to successful Command Retention and Career Development programs are:

Support of the Command Leadership COs, XO's and CMCs play a vital part in the success of Command Retention Programs. Through their direct involvement, taking care of Sailors becomes an integral part of the command's planning and scheduling by ensuring that time is set aside for caring for the professional and personal needs of their Sailors.

Support of the Deck Plate leadership All khaki leaders offer career guidance and play an integral part in the professional development of their Sailors, and therefore are members of the Command

Retention Team. Department heads, division officers, and chief petty officers should be well versed in various personnel programs and policies and be capable of providing deck plate counsel to their Sailors – or at the minimum, direct them to someone who can.

Career Development Boards The early assessment of each Sailor's professional and personal goals is critical in the development of a personalized career plan that will meet the needs of the Navy and the desires of the Sailor. Career Development Boards (CDB) are essential to developing this foundation and establishing a road map to success. Each Sailor, regardless of pay grade, should have an initial CDB upon checking aboard each new command, with periodic follow-ups during identified career milestones. *OPNAVINST 1040.11* (Retention Instruction) provides the guidance for career development boards and should be used as a foundation for establishing a CDB plan.

Mentoring Programs Every successful leader received inspiration or motivation from someone that had similar goals or achievements. The use of mentors to develop young Sailors helps to improve the mission readiness of the Navy through the continued sharing of knowledge and experiences. Commands should institute a Mentoring program that affords each Sailor the opportunity to have a guide. Commands can find more information and guidance on mentorship by visiting the Naval Personnel Command's Training and Education Division (PERS-015) at web.persnet.navy.mil/pers015/ or by logging on to Navy Knowledge Online (NKO) at www.nko.navy.mil. Click on the Leadership tab for information on Navy Mentoring.

Career Guidance for Non-Designated Personnel Non-designated Sailors should choose a career path and seek the opportunity to receive training within the first 18 to 24 months of service. The Stay Navy web site Rating Research Aid is an excellent tool to use to determine rating eligibilities. This tool will identify if a Sailor will need to retake the ASVAB test to qualify for the specified rating. This tool also provides general information on each rating such as advancement trends, job description, career path, CREO, and much more.

If a Sailor needs to retake the ASVAB test, completion of a Functional Skills Course may be required in order to qualify them to participate in the exam. Local Navy College offices can assess the Sailor's baseline and make recommendations for improvement. Sailors can also log on to the Navy's E-Learning site at www.navyelearning.navy.mil to customize a training plan using available online courses designed to meet their specific needs.

Personnel in CREO 3 ratings Sailors in CREO 3 ratings should evaluate their priorities. What is most important - the current job a sailor has, or the ability to develop a long-term career?

While this is a difficult question to answer, it is critical to determining a Sailor's career opportunities. Junior pay grade personnel (E-4 and below) should carefully consider their options and consider retraining for a new position if they desire to stay in the Navy.

Although there are some opportunities for in-rate reenlistments, there are more opportunities in certain ratings for those who are willing to convert. Consult your Command Career Counselor for detailed information on Perform to Serve (PTS) and the conversion process.

The continued success of the Navy will depend on our availability to capitalize on the strengths of our workforce and effectively manage our assets while meeting Fleet distribution needs. For further information, contact the Center for Career Development at 1-866-U-ASK-NPC (1-888-827-5672) or visit www.StayNAVY.navy.mil.

Sailors answer the MWR star service call

by Robin Hillyer Miles Navy MWR Communications Group

MILLINGTON, Tenn. — *Is MWR customer service where it should be?* According to Navy Morale, Welfare, and Recreation's (MWR) top Sailor, CAPT Kevin McNamara, "We've made great progress in the pursuit of this goal, and we're dedicated to continuing to raise the bar to the highest elevation possible."

One of our top MWR goals is to exceed customer expectations in regard to service."

As part of its commitment to "Star Service" excellence, Navy MWR is proactively reaching out to its customers through face-to-face interviews and phone calls to determine if programs and services are meeting Sailors' needs and expectations.

"We interview customers as they are about to depart one of our facilities," said Amy Cimino, MWR service excellence co-

ordinator for Navy Region Southeast. "This way the experience is fresh in their minds," she added.

"We ask our customers to fill out a card that gives us permission to call them at home," said Mike Penn, Naval Support Activity Mid-South MWR golf professional.

"During the interview, a Navy MWR professional asks permission to call the customer back in a few weeks to see if they are satisfied with improvements that may have been made. Customers are also asked for additional feedback," he said.

"I completed a School-Age Care survey recently. It was a simple form and I really feel like I contributed to the overall program by participating," said Hospital Corpsman 1st Class Brian Blount of Branch Medical Clinic, NSA Mid-South.

"My daughter has enjoyed the activities at the Youth Center for over a year now and we want her to have the best experience possible. I think I helped by giving feedback to the facility manager," he added.

The "Star Service" methodologies of reaching customers and receiving feedback are taking place at Navy MWR programs in Navy Region Japan, Navy Region Southeast, Navy Region Southwest, Naval Station Great Lakes and Naval Support Activity Mid-South.

Local Navy MWR professionals have the lead on "Star Service" and can give you information on how to participate.

When you have an opportunity to participate and improve the customer experience, MWR hopes you will answer the call.

The Center (FFSC): Your information station

MILLINGTON, Tenn. — Where do I register my car? What school should my children attend? Are there any churches in this community? Where should my spouse seek employment?

Do any of these questions sound familiar? If so, you should check out the Fleet and Family Support Center's Information & Referral (I&R) Program.

"I&R is the Navy's official search engine," said John Longworth, I&R Program Manager. "We are the middleman for information. Sailors and their families no longer have to hunt down information because we do it for them."

Whether you've just relocated or want to find more information about your community, I&R is prepared to provide comprehensive information about programs, services, volunteer opportunities and resources that are available to you, in both the military and civilian communities.

"With the complex maze of services offered to Sailors and their families, sometimes you need help navigating the system," Longworth said. "That's why this program was established."

Research shows that for every minute you spend with I&R, it would take you an average of six minutes to track down the same information. So 10 minutes with I&R could save an hour of your own time mak-

ing calls, doing research and running around from place to place.

I&R staff are well-equipped to answer your questions and, if needed, refer you to resources in the community. The I&R program helps Sailors and their family members find out what is offered and how to access the services they want or need.

I&R is one of the core services of the FFSC. The program provides the following information and more for military communities inside and outside of the continental United States.

- Schools and educational services
- Social services
- Child care
- Temporary and permanent housing
- Emergency services
- Health and medical services
- Volunteer opportunities
- Youth services
- Recreation

By calling or visiting The Center with your questions, you'll save a lot of time trying to track down information yourself. The I&R staff members have answers to the most commonly asked questions right at their desks. I&R will respond to your questions in one of three ways:

- 1) Provide you with the answer.
- 2) Refer you to a resource in the



community.

3) Research to find out the answer to your question.

"With the help of I&R, Sailors are more effective in the workplace and their families' stress levels are reduced," Longworth said. "The program reinforces the Navy's commitment of taking care of our own."

The FFSC provides operational, mobility and counseling support to service members and their families, helping them adapt to Navy life. FFSC services are a benefit free to all service members, single or married, including activated Reservists, retirees and Department of Defense civilians in overseas locations.

There are 55 FFSCs and 67 delivery sites worldwide. For more information on the FFSC and programs like I&R, or to locate the nearest Center, visit FFSC on the Web at www.persnet.navy.mil/pers66. Or call The Center's 24-hour information and referral hotline at (800) FSC-LINE.

New Defense Travel System improves service to customers

by JO1 Teresa J. Frith NPC Strategic Communications Office

In the past, arranging to go on temporary duty meant a long drawn out process involving several offices that did everything from approving the orders to processing the travel claim at the end. With the implementation of the new Defense Travel System (DTS), these frustrations are coming to an end.

DTS is a paperless computer software system that will give government travelers access to airline schedules, rental cars, hotels and per diem information right from the computers at their work stations. It is expected to not only make the process faster, but easier and more cost efficient as well by providing better service to customers, better use of government resources and more focus on mission requirements.

The program has been tested at several pilot locations since 2001 with excellent reviews and is up and running at over 23 Department of Defense locations in South Dakota, South Carolina, Virginia, North Dakota, Michigan, Florida, Oklahoma, Nevada, New Mexico and Texas. Over the next few years, it is expected to be available Department of Defense wide.

For example, tests show that reimbursements are almost twice as fast under the DTS system, paying off claims in 5.8 days versus 11.3 days. It also involves fewer process steps, shortening it from 40 to 21 and brings the time to complete all these steps down from over four hours, to less than two hours.

DTS is a fully web-enabled application that allows users to access all DTS functions via a web browser. First-time users of the system must do three things before they can start using the system: First, they must install Dbsign, a security software used in the DTS system for user login and document signing. Second, they must obtain a DTS account from their local DTS administrator, and third, they must obtain a PKI certificate. A PKI certificate can be either a "hard" certificate such as a Common Access Card (CAC) or a "soft" certificate such as a key file. Local authority determines the type of certificate, with NMCI using only CAC.

After these are completed, a traveler will merely log on to the DTS website at www.defensetravel.osd.mil, log in to the DTS server and start the process. The site will protect the user's personal information through SSL encryption, which is the type used on most web sites for security for doing things such as buying items, accessing on-line banking, etc.

After logging on, the first step is to create or open a travel authorization. Special pull-down menus help the traveler select the purpose and type of travel. The user then puts in the beginning and ending dates and the airports they will travel to and from. The program automatically finds flights that are within two hours be-

fore or after the desired departure and arrival times.

The user can also add in rental vehicles, lodging needs and other expenses such as fuel costs or mileage from home to the



airport. Throughout this process, DTS adds up the cost of each element. It will then identify the line of accounting and make sure that funds are available for the mission.

After all the info is submitted, the traveler puts on an electric signature stamp and DTS checks over the information for any errors. These in turn show the user whether or not his selections are authorized, and provides space for any justifications needed if something is disapproved.

DTS doesn't actually make the reservations for flights, lodging or rentals, but instead sends the info to the appropriate travel office for processing. When the person returns from his trip, he then uses DTS to enter the information for his travel claim and DTS calculates the amount to be paid to both the government travel card and the traveler.

For more information on DTS and when it will become effective in your area, go to their web site at www.dtic.mil/travelink or contact your local travel office.



Submit Address Changes On-line at
www.persnet.navy.mil/periodicals/link-perspective/Link-Perspective.htm

NPC replaces microfiche record with user-friendly compact disk

All Active and Reserve USN/USNR copies of the Official Military Personnel File (OMPF) in the Electronic Military Personnel Records System (EMPRS) are now provided provided on Compact Disk (CD) instead of microfiche..

New CD features include:

- Auto load feature from any PC with MicroSoft Windows 95 or higher
- Document list for easy navigating through CD
- Procedures guide for record correction process
- Hyper-links to frequently asked questions and other resources
- Documents secured by an "Official Record Copy" watermark
- Print copies from your Personal Computer if desired

1. Ordering procedures for requesting your CD are the same as requesting your microfiche. The CD can be requested via Mail, FAX, or if you are visiting NPC, Millington, Tennessee Record Review Room at Wood Hall, Bldg # 769 by Walk-in to User Services and on BUPERS Access where your CD will be sent to your official command address.

If you would like to have your CD sent to other than your command address, mail your written request to:

Navy Personnel Command, PERS-313C REC, 5720 Integrity Drive, Millington TN 38055-3130 or fax it to: (901) 874-2664 or DSN: 882-2664.

2. CD's may be requested for individual service members. Additionally, multi-member requests may be made when deployed/disconnected commands desire the records for members within their command.

The records may be placed on unique CD's by member or multiple members on a single CD, depending on intended use.

3. When a member requests his/her record, the entire record is available for viewing on the CD.

When a command authority makes a request for multiple member records, record documents will be provided in accordance with current policy (for example, fitness reports will be excluded from an officer's record).

4. The documents on the CD are secured by an "Official Record Copy" watermark and may be printed if desired.

5. The CD also contains links to frequently asked questions and other resources. For example, if a service member identifies an issue with their record, the procedures for correction are outlined.

6. A request management system will assist NPC throughout the fulfillment process to ensure requests are fulfilled in a timely manner.

Contact point for specific additional information is paul.wilder@navy.mil.

1-866-U-ASK-NPC becomes Fleet's single access point to Navy Personnel Command

by Journalist 2nd Class Laura Goulding, Navy Personnel Command Center for Career Development

Sailors now have just one toll free phone number to remember for getting information on personnel issues, such as advancement, pay and benefits, status of orders and Perform to Serve.

Navy Personnel Command has consolidated approximately 30 independent toll-free numbers to connect to 1-866-U-ASK-NPC and the Web-based Customer Service Center (CSC) at www.staynavy.navy.mil, thus enhancing its service to the fleet by becoming the single contact/access point for all active, Reserve and retired Sailors and their families.

When calls are received on the old numbers, they will be rerouted to the CSC where agents will be prepared to either answer their questions or route them to the subject matter experts. By Sept. 1, the toll-free numbers will be discontinued, and callers will receive a referral message to use the 1-866-U-ASK-NPC (1-866-827-5672/DSN 882-5672).

Since CSC's establishment in May 2002, they have provided personalized customer service to nearly a half million active, Reserve and retired Sailors and their families on a variety of pay, service record and promotion issues.

"By aligning the NPC access point for the fleet to one clearly identifiable toll-free number, 1-866-U-ASK-NPC, we will help thousands of servicemembers and their families, and alleviate confusion as to what number to call at NPC for

a particular personnel/career-related inquiry. The NPC Customer Service Center will do what it takes to ensure inquiries are addressed and answered quickly and comprehensively. This is but one way NPC is focusing on the career information needs and Quality of Life of its customers," stated Capt. Jim Gigliotti, director, Center for Career Development.

**Not sure how to
assist a customer
from the fleet? Refer
them to our Customer
Service Center at
1-866-U-ASK-NPC or
www.staynavy.navy.mil**



Rating Surveys Critical to Success of Sea Warrior

by Chief of Naval Personnel Public Affairs

WASHINGTON (NNS) — Enlisted Sailors in all ratings and pay grades are being encouraged to improve Navy training and future readiness by participating in a unique round of surveys under the Improving the Navy Workforce (INWF) Study.

The INWF study, ongoing since June of last year, is designed to improve training across the spectrum of Navy enlisted classifications and ratings by capturing all the knowledge, skills, abilities and tools Sailors need to do their jobs. The study is a fundamental element of making Sea Warrior effective, and the results will have a dramatic effect on how the Navy trains its Sailors in the future.

“INWF forms the very backbone of our efforts to streamline the development of our people,” said Chief of Naval Personnel Vice Adm. Gerry Hoewing. “If we can get an accurate picture of what is required for each Sailor to do his or her job, then we can get an even better picture of how to train to those skills. It’s all about closing those gaps. The collection of these surveys is a monumental undertaking, but it will be well worth the effort.”

The rating surveys actually comprise phase two of the INWF project. Phase one involved collecting basic information about each rating from specific subject matter experts. This phase now asks

Sailors to validate those findings.

The surveys are available online for many ratings at www.navyskills.net, and the Web site will feature more each week. Sailors in the Cryptologic Technician ratings, Aeorographer’s Mates, Information Systems Technicians, Mess Management Specialists, Aviation Boatswain’s Mates (Fuel and Handling), Storekeepers, Quartermasters and those in several other ratings can take the survey now. Eventually, all ratings will be represented.

Commenting on the project and the vital role Sailors play in completing the surveys, Master Chief Petty Officer of the Navy (SS/AW) Terry Scott said, “It is so important for Sailors to complete this survey, and give us feedback from the deckplates. What we learn from Sailors now will drive occupational standards and training in years to come. This is another example of how Sailors are our most important resource.”

The results of each survey will be incorporated into the Sea Warrior database, which will continue to refine the scope of Sailor skills, so training matches future readiness needs.

“Everyone’s input is crucial,” added Hoewing. “The success of Sea Warrior depends on it.”

To access the surveys, go to www.navyskills.net/surveymodule, click on “Register,” type “2003NAVY” in the company code block, click register and follow the instructions.

When the registration portion is completed, Sailors must save their information and the system will generate a user name and password; this will help Sailors log on in future aspects of Sea Warrior data collection.

For related news, visit the Chief of Naval Personnel Navy NewsStand page at www.news.navy.mil/local/cnp.

Assignment Incentive Pay Program Opens Doors

In an effort to enhance combat readiness, the Navy introduced a new program in June 2003 targeting traditionally “hard-to-fill” billets. Assignment Incentive Pay (AIP) is a personnel distribution tool designed to efficiently distribute Sailors where they are needed most.

A flexible, market-based incentive program, AIP is designed to encourage Sailors to volunteer for difficult-to-fill jobs. For years, the Navy has used many nonmonetary incentives such as sea duty credit, neutral duty credit, points towards promotion, choice of assignment and other means to attract Sailors to the hard-to-fill billets. AIP will replace these nonmonetary incentives.

Through implementation of AIP, the Navy will be able to pay a monthly payment to encourage adequate volunteers for the hard-to-fill jobs. The specific amount of this pay allocated to various locations or billets will be adjusted upward or downward, in response to the supply and demand of qualified volunteers serving in these jobs or locations. AIP uses a market-based approach to match Sailors with billets. Sailors in sea / shore rotation communities will “bid” for a particular assignment (below a Navy established maximum.) In general the qualified lowest bidder will be selected for the job.

Eligibility for AIP will be based on the following criteria:

- USN / USNR active duty enlisted personnel (Reserve SELRES, TAR, IRR and ADSW personnel are not eligible for AIP at this time).
- Be in a sea / shore rotation rate. (Personnel in CONUS/OCONUS rotations; AG, LN, CT (with the exception of CTT) are not eligible.)
- Be qualified for job requested (Rating, Paygrade, NEC, able to meet Take-Up Month – exceptions determined through normal detailing process)
- Sailors on initial assignment are not entitled to AIP. (These include initial assignments from recruit training, “A” or “C” school, or direct procurement.)
- Member must be eligible for assignment in a “for duty” status.

Sailors can identify a particular job opening or availability by searching the Job Advertising and Selection System (JASS) and locating the AIP icon in the listing of jobs available for each rating. Sailors then can submit their applications for AIP billets via JASS. Sailors in sea / shore rotation communities will submit their JASS application and include a (monetary) bid (at or below the Navy established maximum for the billet) that they would accept to take the assignment. Should a Sailor wish to apply for a job that has an incentive associated with it, they can select a bid from the pull down menu provided. Sailors should submit a bid that they would be willing to accept to take the assignment, understanding that the

Continued on page 10

AIP Continued . . .

bid carries significant weight in the decision process. In general, the lowest qualified bidder will be selected for the assignment. Detailers will not see bids prior to the closing of the JASS requisition cycle. At the end of the cycle, the detailer will evaluate the Sailors who have submitted applications and make their selection to put the right person in the right job based on all available information and write orders.

AIP is initially being offered to Sailors considering assignments to activities in Naples, Sigonella and Misawa in the first phase of the program. When AIP was put in place, sea duty credit for Naples and Sigonella changed to shore duty. Additional billets and locations will be added incrementally as the program develops.

Questions and answers regarding the program are addressed below:

What if my Career Counselor is not available to submit my JASS application?

In the event the Sailor's Career Counselor is unavailable, he/she should attempt to contact the Career Counse-

lor available at the nearest Fleet concentration area or Readiness Support Group (RSG), Wing or squadron.

The RSG counselor will submit the application/bid. If unable to contact either, Sailors may contact PERS 40DD (DSN 882-3545 or commercial (901) 874-3545) who will submit application/bid.

PERS 40DD will not be able to discuss or provide information concerning the billet. They will only be able to submit your application/bid for the AIP billet.

When will my AIP pay start?

AIP will start when the Sailor reports to the activity for which the incentive was authorized. AIP will be prorated during incomplete months.

Questions concerning actual payment of AIP should first be addressed to the sailor's Personnel Support Detachment/pay office.

How long am I entitled to AIP?

AIP will continue until the Sailor permanently detaches from the activity.

What will effect my AIP payments?

AIP will not be paid in conjunction with Location Selective Reenlistment Bonus (LSRB) for the same assignment. Periods of TAD or leave, including separation leave, from the AIP command will not affect AIP entitlement.

Can I use AIP to contribute to TSP?

AIP is a specialty pay and as such may be used to contribute to the Thrift Savings Plan (TSP). An election to contribute a portion of AIP to TSP may only be made during a TSP open season.

Is AIP taxable?

Yes. As a special pay, AIP is taxable.

Grandfathering?

Sailors in activities where AIP is authorized who are currently receiving sea duty credit or have negotiated orders prior to the program starting will continue to earn sea duty credit and will not be eligible for AIP. They will continue to be eligible for Overseas Tour Extension Incentive Program (OTEIP) benefits.

Assignment Incentive Pay!

The Navy has introduced a flexible, market-based incentive program – Assignment Incentive Pay (AIP) to encourage Sailors to volunteer for difficult-to-fill jobs. An integral part of our Sea Warrior effort, AIP is designed to enhance combat readiness by efficiently distributing Sailors where they are most needed.

For years the Navy has used many non-monetary incentives such as sea duty credit, neutral duty credit, points toward promotion, choice of assignment and many others to attract Sailors to the hard-to-fill billets. AIP will replace these non-monetary incentives.

Essentially, AIP enables the Navy to pay a monthly payment to encourage adequate volunteers for the hard-to-fill jobs.

Find out if you are eligible for this new program by calling your detailer today or talking to your career counselor.

Overseas Screening

by Journalist Seaman Amie Hunt, NPC Strategic Communications

Almost every Sailor has to go through it once in their Navy career. It can be a hassle, or given the right information and knowledge it can be painless. Knowing the policy and procedures for overseas screening helps ensure it's completed correctly and on time.

Overseas screening is a requirement for anyone transferring commands from the continental United States to overseas, or from one overseas station to another. Sailors selected for an overseas billet need to complete a suitability screening. This process includes reviewing the member's service record, physical readiness status, checking medical and dental fitness of the

Sailor and their family members, and a command review to determine suitability.

There are also requirements for personnel assigned to remote continental United States locations like Key West, FL or Fallon, NV. A listing of these locations can be found in MILPERSMAN 1300-304. Waivers will be granted on a case-by-case basis as conditions warrant. Individual Commanding Officers are the best source of knowledge and judgment concerning the qualifications and potential of each member.

For Sailors in a training environment, the training school command is responsible for reviewing the training records as well as interviewing the Sailor to determine their overall suitability for overseas duty. Stipulations for single parents or military couples with family members can be found in MILSPERMAN 1300-302.

The complete procedures and requirements for completing overseas screening and reporting can be found in MILSPERMAN 1300-302 and 1300-304.

Check out JASS

The Job Application Selection System, (JASS), usually pronounced "JAZZ", is an electronic, web-based application system for Sailors, who, with the help of their career counselors, apply for jobs they are interested in when in the window to negotiate for orders.

JASS opens to the fleet on Tuesday evenings of Requisition weeks and generally closes the next week on Wednesday mornings. Detailers then review the applicants and select the best qualified for assignments. Jobs displayed on JASS are determined by the number of personnel available for assignment in each rating and the Manning Control Authorities priorities. The placement function is provided by EPMAC and they are responsible for which jobs are open in JASS.

When you pull up the JASS web page and select your rating, sea or shore duty and coast of your preference. A list of jobs available will come up. Care in selecting the correct categories will maximize a Sailor's opportunity to find the jobs in which they are interested. Each Sailor is able to apply for up to five jobs during each requisition cycle (30 possible choices over the three-month negotiating window). Sailors that apply for jobs that they are not eligible for

will decrease their possibilities for selection.

Jobs will show up in four categories: those with immediate availability; open requisitions; GUARD 2000 jobs and those that have incentives. Jobs requiring immediate availability will most likely be filled with people coming off of limited duty, NAVETS, etc, people who do not fall under the normal nine-month window. Open requisitions are for people who are still in their nine to six month negotiating window. GUARD 2000 jobs are jobs offered that will require using your Guard 2000 entitlement to get assigned. The last category is those jobs that come with incentives such as Assignment Incentive Pay and Location Selective Reenlistment Bonus.

GUARD 2000 is described under NAVADMIN 083/00 and more details are available in the Enlisted Transfer Manual Chapter 8 under reenlistment incentives.

Assignment Incentive Pay (AIP) provides a reverse auction system that allows members to apply for a job and select an amount, not to exceed the maximum bid allowable (determined prior to requisitions opening by NPC), that they are willing to take for the job. After JASS closes detailers will select the most qualified member willing to do the job for the lowest incentive pay. Details are laid out in NAVADMIN 161/03.

Location Selective Reenlistment Bonus

Putting learning Resources at the fingertips of Sailors

by Journalist First Class J.D. Walter, Naval Personnel Development Command Public Affairs Office

NORFOLK, Va. - Writing a paper or need information for college, work, or pleasure? Need more material than you can find through Internet searches, or can't get to the local library? Try visiting Navy Knowledge Online and tapping into the Gale Expanded Academic ASAP, and Student Resource Center - College Edition.

Brought to NKO by the Naval General Library Program, the Gale resources are the result of a partnership between the library program and The Gale Group. The partnership provides Sailors access to full text resources including over 40,000 primary source documents and one of the most comprehensive collections of magazines and journals in virtually all subject areas. A member of the Thomson Corporation, Gale is a world leader in eResearch and educational publishing for libraries, schools, and businesses.

Also being featured on NKO, courtesy of the Naval General Library Program, is Peterson's, another Thomson Corporation, is dedicated to connecting individuals, educational institutions, and corporations through their numerous online products. Featured on NKO are sample CLEP and SAT tests and CLEP Study Guides. Other materials available include college and university, distance learning program, financial aid, test preparation, and career exploration materials.

"These resources are the perfect fit for NKO," said Capt. James Kantner, Naval Personnel Development Command Knowledge Management Director.

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(LSRB) provides a monetary bonus for taking a job in a difficult to fill location, determined by UIC. Details on LSRB are covered in NAVADMIN 032/02 and 301/02.

“We are creating a learning environment that is dedicated to providing Sailors the tools and resources to excel, whether the Navy creates them or not.”

The Naval General Library Program in this partnership with NKO is continuing its transformation into a brick and click organization providing research services to Sailors Afloat and Ashore that began in 1995 with Library Multimedia Resource Centers installed onboard ships and submarines. To explore *Gale or Peterson's* visit www.nko.navy.mil and click on My Education.

High Year Tenure changes affect Sailors

Career lengths for Sailors in paygrades E3 through E6 have changed in the last year, most recently for Sailors not promoting into the E4 paygrade.

High Year Tenure (HYT) dates are adapted to facilitate the accuracy of the Navy's end strength goals while ensuring enlisted communities maintain vibrant career progression and advancement opportunities. HYT policy can be found in the Military Personnel Manual (MILPERSMAN) 1160-120.

NAVADMIN 208/02 outlined reduction in High Year Tenure (HYT) dates for E-6 Sailors failing to advance to the next paygrade. E-6s are limited to 20 years of Naval service. NAVADMIN 160/03 reduced E-4 HYT to a maximum of eight years Naval service for Sailors failing to advance to E5.

Waivers to HYT dates may be requested via the chain of command to Navy Personnel Command with final authority being the Enlisted Community Manager. Waivers are granted rarely and only when justified as supporting mission readiness (sea duty).

Sea Warrior: Investing in Sailors

by Journalist Seaman Amie Hunt, NPC Strategic Communications

The goal is mission accomplishment, but as the times change, so do the methods used to complete the mission. In keeping up with the changes in concepts and technology the Navy has developed a program committed to the growth and development of its Sailors. The Sea Warrior program is a tool to ensure an optimum fit between skill requirement and sailor development.

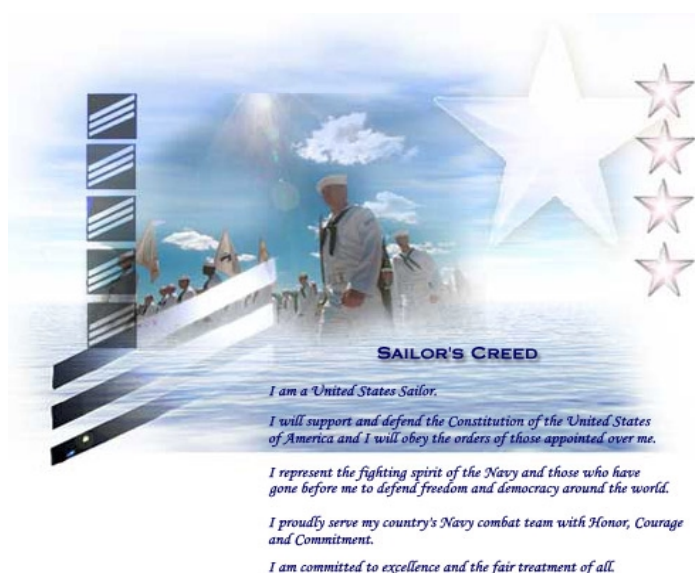
As one of the premier force shaping tools, Sea Warrior will be a process to track and manage the progressive career movement of Sailors. It will serve as the foundation for achieving greater combat effectiveness by instituting innovative training and detailing for all Sailors. Sea Warrior will develop naval professionals who are highly skilled, powerfully motivated, and optimally employed for mission success, ensuring the right skills are in the right place at the right time.

Combat capabilities and platforms feature dramatic advancements in technology and reduction in crew size. The crews of modern warships are teams of operational, engineering, and information technology experts who collectively operate some of the most

complex systems in the world. As optimal manning policies and new platforms reduce crew size further, the need for highly educated and expertly trained Sailors will increase.

The new program will help jobs to be more precisely defined giving Sailors more options tailored to suit their career goals and objectives. It allows Sailors the ability to map both short and long range career growth and development plans. And at any point in time they'll be able to find out what jobs they need to reach their career objective.

Admiral Vern Clark said the goal is to create a Navy in which all Sailors—active and reserve, afloat and ashore—are optimally assessed, trained, and assigned so that they can contribute their fullest to mission accomplishment. Sea Warrior is the enabler for this process.



Team Detailing

by Journalist Senior Chief Katie Suich, NPC Strategic Communications

Team Detailing is a process designed to promote Command Retention Team and Detailer communication. Starting at 13 months prior to EAOS or PRD, the “Team Detailing” window opens. Between 13 and 10 months, two-way communication and dialog occurs for each individual Sailor in order to provide our detailers useful information on duty preferences. In this way, the Command Retention Teams can provide Sailors with useful career information at Professional Development Boards.

The Team Detailing spreadsheet (located on WEB JASS) is populated with the names of Sailors within 10 to 13 months of their PRD/EAOS. It is the vehicle used to exchange information on the Sailors desires and needs.

The process was developed from fleet “Best Practices” and was engineered into JASS to allow NPC and commands to easily exchange information early in the detailing process.

Command Representatives with JASS access may log on, review, and update information, including, duty preferences, on the sheet. It contains information that helps the detailer better under-

stand the specific needs and desires of the Sailor. There are text blocks listing Sailor preferences, special competencies, family and career considerations, and additional comments from the Career Development Board.

Rating detailers enter career guidance, billet recommendations, and projections of assignment possibilities. This early, robust exchange allows time to work each Sailor's career-focused profile, concurrent with a comprehensive review of emerging job opportunities.

The end result is the Sailor and detailer entering the negotiation with realistic expectations and builds greater trust and satisfaction with the detailing process. Greater satisfaction ultimately increases retention and the ability to support the mission.

Training Excellence Ashore and Afloat

Aloha, from Afloat Training Group Middle Pacific located at Pearl Harbor, Hawaii, and the Navy's finest homeport! ATG MIDPAC is a rewarding duty station with many associated benefits. Besides being members of an elite cadre of professionals training the Fleet, personnel assigned to ATG are eligible for day-for-day sea pay and reduction in their follow-on sea tour (or an extension on shore duty) for every day spent training while underway.

The opportunity is also available to become a qualified instructor and earn certification as a Master Training Specialist or Afloat Training Specialist. And if that's not enough, special duty assignment pay may be given to personnel who hold certain NECs.

Instructor duty (particularly combined with Afloat Training Specialist or Master Training Specialist designations) can enhance your competitiveness for advancement to Chief Petty Officer and beyond.

Personnel who hold the following ratings and NECs are eligible to receive special duty assignment pay: OS (0324, 0319), BM (0170), SM (0170), QM (0170), FC (1332) and GSM (4206).

The ATG MIDPAC command structure includes two major directorates that have their own UICs: Underway Training Directorate, UIC 57063; and Schoolhouse Training Directorate, UIC 3124B. Both support the Fleet and each other, and either is a very challenging and rewarding job assignment. ATG MIDPAC has a robust cross-training program, and assignment to one directorate does not preclude working in other areas.

In addition to the benefits inherent to duty at ATG MIDPAC, you will also enjoy serving in the tropical paradise of Hawaii. Not only does Hawaii offer unparalleled recreation opportunities, Navy Region Hawaii has recently completed thousands of new housing units, extensive barracks renovation projects, and the Navy's largest combined NEX and Commissary Mall facility located at Pearl Harbor.

ATG MIDPAC performs a vital mission and requires knowledgeable, mature, and experienced Sailors with the desire to share their experience and skills with the Fleet.

If you are interested in daily, tangible job satisfaction; enhanced

competitiveness for advancement; and compensation for time spent underway, you should seriously consider seeking assignment to ATG MIDPAC. Check out our website at: www.ntc.navy.mil/atgmipac.

Late Update: We are currently in need of DCs, OSs and FCs. If one of these is your rating, give us a call at (808) 472-8881 ext. 322/318 or send us an e-mail at atgmipacn001@cnet.navy.mil, and we'll help you and your detailer make your assignment to paradise happen!

De-stress at the FFSC

by Fleet and Family Support Center Public Affairs

MILTON, Fla. – What can Navy flight students do to combat stress? Where do they go when the sky-high pressures of flight school and military training make them wish they could be somewhere else, if only for an hour?

The flight students at Naval Air Station Whiting Field now find relief and relaxation techniques at the Fleet and Family Support Center (FFSC), thanks to a new offering from The Center's Life Skills Education program.

In response to the extreme demands of flight school, the staff at FFSC Whiting Field introduced the Stress Management for Flight Students Class, offered twice per week at The Center.

"Life Skills classes were developed to help service members and their families navigate through the stress of military life by preventing problems *before* they happen," said Darla Huffman, Chief of Counseling at FFSC Whiting Field.

Flight students and any service member or family member, for that matter, have always been able to access The Center for individual counseling on stress management.

But there was such demand for this service at Whiting Field that The Center's counselors began searching for other ways to help improve the students' study and flight skills. The counselors realized that they could reach more students through classes than on an individual basis.

"If they have a significant amount of stress, we would invite them to come in for individual counseling," said Kathy Vail, a Life Skills Educator at FFSC Whiting Field. "But most just need a boost in dealing with stress."

At FFSC Whiting Field, the Stress Management for Flight Students Class is divided into four sections: Taking Care of Yourself, Relaxation Skills, Study Skills, and How Your Thinking Impacts Your Performance and Your Mood.

The class reviews topics such as how stress affects your body, how to handle stress, proper diet and exercise, improving sleep habits, and relaxation techniques, including imagery and deep breathing. Students learn how to improve their capacity to process and recall information. The final section demonstrates the link between thought patterns and stress – and how a change in one might relieve the other.

"It feels great to make a difference in the student's lives," said Huffman. "Especially when you can see the positive changes the classes have made in their flight training."

Huffman added that service members benefit in a number of ways from the program. Sleep, relaxation and concentration improve, while learning capacities increase and anxiety decreases.

This helps the students to keep from becoming overwhelmed by the demands of the flight program.

“As a result, it usually takes them less time to get through the flight program,” said Huffman. “Everybody has a different reason to need this class, and we are just here to help them grasp what they need to get them through their training.”

The class is proactive, open to students who want to sharpen their focus, learn about stress and minimize its impact. Follow-up evaluations show that students who participate in the class are benefiting from the relaxation and breathing techniques. Some have also changed the way they sleep or study.

The Center’s Life Skills Education program enhances interpersonal skills and family well-being through a variety of self-improvement classes, covering such topics as anger management, effective communication, goal setting, time management and conflict resolution.

Except for referrals by Command or review boards, participation in Life Skills Education classes at The Center is voluntary and confidential.

The FFSC provides operational, mobility, and counseling support to service members and their families, helping them adapt to Navy life and maintain self-sufficiency. FFSC services are a benefit free to all service members, single or married, including Reserves, retirees, and Department of Defense civilians in overseas locations.

There are 55 FFSCs and 67 delivery sites worldwide. For more information on the FFSC and programs like Life Skills Education, or to locate the nearest Center, visit the FFSC on the Web at www.persnet/navy.mil/pers66. E-mail FFSC headquarters at mill_ffsp@navy.mil, or call The Center’s 24-hour information and referral hotline at (800) FSC-LINE.

Mentoring program begins

by Journalist Seaman Amie Hunt, NPC Strategic Communications Office

To meet the Chief of Naval Operation’s 2003 Guidance on Mentoring, NPC has developed a Mentorship culture change initiative. Listed under NAVPERSCOM instruction 1500.1, its purpose is to provide guidance for the development and management of command mentoring for Navy Personnel Command personnel.

The mentorship program will open an avenue for more senior Sailors to share their knowledge and experience with junior Sailors. In turn, Sailors will be better prepared for the increased responsibilities they will assume as they progress in their careers. It’s set up as an ongoing process that helps with professional as well as personal development, allowing individuals to reach their optimal potential. Mentoring enhances morale, good order and discipline, and improves operational readiness.

There will be a two-hour introduction to the mentoring initiative given at every command indoc for all new Naval Support Activity personnel. More information can be found on the mentoring web site under Training on the NPC intranet.

Mentorship creates an environment where individuals feel valued and motivated to excel. NPC’s Mentoring initiative is another way we’re putting Mission first, Sailors always.

Join the Tip of the Information Operations Spear

Are you interested in becoming involved in the Navy’s newest warfare area? NAVOP 007/02 established Information Operations (IO) as a primary Naval warfare area on par with other warfare areas.

As the Navy’s Center of Excellence for Information Operations, the Fleet Information Warfare Center (FIWC) is looking for highly motivated officers and enlisted Sailors interested in tackling the dynamic and growing challenges in IO.

FIWC is located onboard Naval Amphibious Base, Little Creek in Norfolk, Virginia and has a detachment onboard Naval Amphibious Base, Coronado in San Diego, California. FIWC provides IO support to naval forces worldwide, supplies highly skilled IO teams to deploying fleet staffs and ships, develops IO doctrine and tactics, and supports Computer Network Defense and Electronic Warfare throughout the Navy.

We are the Fleet Combatant Commanders’ principal operational interface for the transition of IO special technical capabilities for Naval and Navy supported joint operations.

FIWC acts as academic IO center of excellence responsible for coordination and standardization of operationally focused Naval IO training afloat and ashore.

Our Red Teams analyze, probe, and scan DON computer networks for any potential vulnerabilities and aid in the reporting and capture of computer hackers.

Additionally, FIWC serves as the focal point for Naval operating forces for operational requirements, mission needs, and priorities for research and development in IO applications.

We are currently aggressively recruiting warfare qualified surface (111X) and aviation (13XX) officers with a background in IO/IW or Information Technology and an interest in Computer Network Defense, IO planning or CVBG/ARG operations.

There are also shore and sea duty billets for officers with the following designators: 160X, 161X, 163X, 644X, 612X, 613X and 7441. In the enlisted ratings we are looking for highly motivated CT, EW, IT, ET, IS, HT, EM, EN, BM, CM, CE and EO rated Sailors.

If you’re interested in serving at the tip of the Information Operations spear, contact your detailee about orders to FIWC.